



Safety Topic of the Month

RI-341: Hot Work and General Work Permits - Updates

Richmond Refinery

February 2011

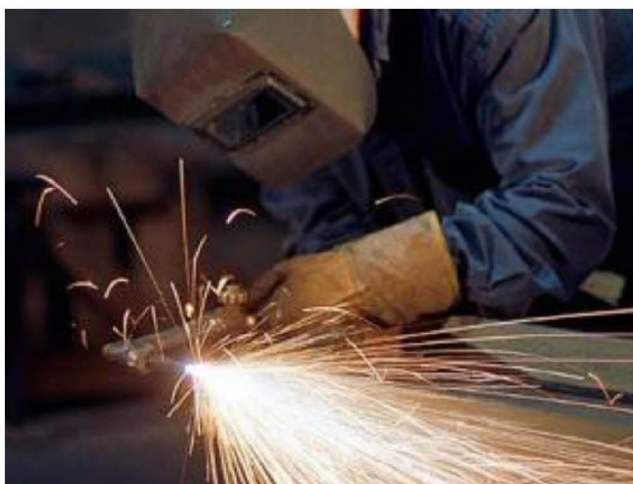


Outline

- Purpose of RI-341 and the Recent Changes
- Ignition Source Permit Updates to RI-341
- Text Updates to RI-341
- Contacts for Questions
- Review of Near Losses and TOP Lessons Learned

Refinery Instruction 341

- RI-341 is the Refinery's policy regarding all Hotwork
- Changes were made to the Refinery Instruction following a Operational Excellence (OE) audit that occurred in 2010
 - The OE Audit found areas where the Richmond Refinery should be more clear on its policy surrounding Hotwork



Changes to RI-341 and the Ignition Source Permit

- Changes were made to the wording of the Ignition Source Permit (MFG-7625) and to the wording of RI-341



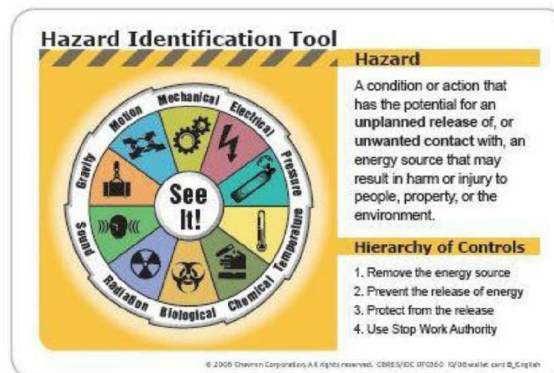
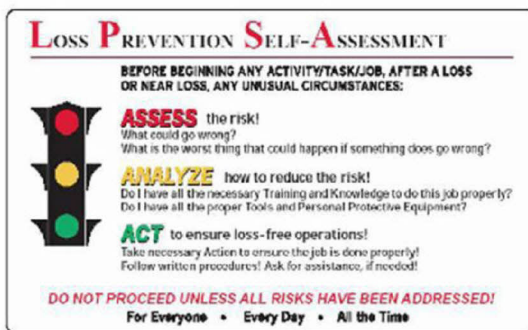
Post Permit		At Job Site	
Ignition Source Permit No. 231001		Circle 1 or 2 below: 1. Open Flame Source – Fire Dept. Approval 2. Non-Open Flame Source – Operations Approval	
Division _____ Unit/Area _____ Date _____ From _____ AM/PM To _____ AM/PM Permission given to _____ (name group) Description of work _____			
Equipment to be used _____ Work Order No. _____			
Job location/boundaries <input type="checkbox"/> Hazard Assessment Conducted Perform LPSA before starting work if LPSA Process used			
CHECKS DENOTE HOT WORK RESTRICTIONS REQUIRED: (Person performing inspection, test or other work meeting requirements must initial boxes at left)			
Check For	Initial	Area must be comb. gas tested every _____ Initial Gas Test Results: _____ Continuous explosibility monitoring required at job site Drains within 50 ft. (minimum) _____ Pressurized fire hose required _____ U.G. drainage vents within 50 ft. (min) identified & sealed. Fire extinguisher required _____ Fire hose tag spray _____ Equipment isolated, tagged, vented and free of hydrocarbon. Equipment _____ Fire watch/standby _____ After fire division notified: _____ (list) Operations _____ Standby _____ Ground must be covered with clean sand. Cover gas/water/steam equip. with fireproof blankets. Inert gas/water/steam purge in equip. req'd at job site. Special protective equip./clothing required (specify below) _____ Work to start only on Operations Supervisor approval. Hot top permit also required (attach) _____ Other restrictions or special approvals: _____	
ENTER REQUIRED* APPROVAL SIGNATURES BELOW: Permit requested by (Maint. sup'vr./oc. rep.) _____ Necessary restrictions specified (STL Open/HO Non-Open) _____ Other* or special approvals _____ Area safe for hot work (Gas Tester) _____ Permit conditions understood (mechanic) _____ WORK MAY SAFELY BEGIN (H.O. designated operator) _____			
No Hot work May Begin Until Restriction Requirements Are Met, Approval Signatures Are Obtained And Permit Is Posted At the Job Site			
PERMIT EXTENSION (for the period below only - maximum of 5 consecutive days) This permit cannot be renewed past (Date) : _____			
Authorized by (STL Open/HO Non-Open) _____		Requested by (Maint. Sup'vr.) _____	
SHIFT RENEWAL (Required each shift or after 2 hours of inactivity)			
Date	Time	Gas Tester	Test Result
Operator			
Mechanic			

MFG-7625 (12-16)

Ignition Source Permit Changes #1

- A new checkbox reminding those filling out the permit to perform their Hazard Assessment needs to be checked ✕

- If you want to go home safe every day, ensure that you account for all the hazards surrounding you. Try using some helpful tools such as the LPSA card, or the Hazard ID Wheel!





Ignition Source Permit Changes #2

- Permit Extension is now only allowed for a “maximum of 6 consecutive days” and a section of the permit now requires the date where the “permit cannot be renewed past” date to be recorded.

No Hot work May Begin Until Restriction Requirements Are Met, Approval Signatures Are Obtained And Permit Is Posted At the Job Site

PERMIT EXTENSION (for the period below only - maximum of 6 consecutive days)

This permit cannot be renewed past (Date) : _____

- This section previously read “6 consecutive shifts” and has been modified to prevent confusion which could potentially create a dangerous environment.

Ignition Source Permit Changes #3

- The permit has been updated to include the Head Operator as having the ability to sign off on the non-open flame permits regarding the specified hotwork restrictions

Permit requested by (Name, Dept, Title)
Necessary restrictions specified (STL Open /HO Non-Open)

- It was important for contract companies and others not familiar with our processes to understand who is able to sign off open and non-open flame permits regarding the specified hot work restrictions

RI-341 Text Changes

■ Permit Retention:

- **Operations** will now save the top copies of all **Non-Open Flame** Ignition Source Permits for one (1) year for the purpose of auditing the permit process (RI-341 – Section 11.1)
- Chevron Fire Department will continue to keep the top copy of **Open Flame** Ignition Source Permits

■ Intrinsically Safe Clarifications:

- RI-341 Section 4.6 now provides clarification to the wording regarding the limitations of use of non-intrinsically safe devices in Class 1, Division 1 areas and hazardous atmospheres

■ Maximum Time Limit on the Ignition Source Permits

- RI-341 Section 10.2 now clarifies that Ignition Source permits are not allowed to be renewed after six (6) consecutive days (formerly six consecutive shifts)

Questions?

If you have questions, please feel free to contact your area's Field Safety Coordinator





Closed Near Loss Reports (1/1/11-1/31/11)

Near Loss ID	Date Occurred	Division 9	Short Description	Immediate Corrective Actions Taken	Potential Severity Class.	Location of Near Loss
5243	1/5/11	Hydro - A Crew	F-1200 trip / 82FI002	Operators responded using JOB Aid (LNC00QR.ja Respond to FSC fail-safe logic for F-1200)	Level 1	Rich Hydroprocessing RLOP LNC
5246	1/1/11	Oils Planning	Early butamer shutdown properly communicated	PenHex and Butamer Stabilizer shutdown was postponed 24 hours to prevent the NOV of the Title V permit.	Level 1	Rich Crack LPG/Alky Butamer Unit
5664	1/14/11	D&R - D Crew	K242 2nd stage safety started to lift and quit pumping	Steam was started to heat the fin fans incase salt had formed currently the temp is 122 deg Machine is now pumping	Level 1	
6038	1/15/11	Hydro - B Crew	Flaring during de-pressuring of the LNC	The line being used to depressure the LNC was blocked in.	Level 1	Rich Hydroprocessing RLOP RLOP Flare
6152	1/20/11	Shutdown Maintenance General Support	H2S Monitor alarmed	Left the area and checked the monitor reading. The area was almost completely enclosed to prevent sparks from escaping. The area was opened up at the top to allow smoke to escape	Level 1	Rich Crack SRU 2300 Plant #3 SRU
6178	1/20/11	B&S - B Crew	Failed to perform a closing gauge on T-3167	Reinforce the need for gauging in a timely manner to Inspection Company and Operations	Level 1	Rich B&S B&S Gen B&S Ctrl House
6211	1/22/11	Shutdown Maintenance General Support	Hot slag fell on a piece of rope	The rope was sprayed with a little water . Area was cleaned up and more fire blanket was put in place	Level 1	Rich Crack SRU 2300 Plant #3 SRU
6450	1/25/11	Cracking - B Crew	850 steam safety lifting in FCC	Operations immediatly contacted Cogen to reduce 850 steam. Control board operator dumped 850# steam to 150# Steam to reduce pressure. Operation then found that 59PC851 wasn't opening	Level 1	Rich Crack FCC SGRU
6656	1/27/11	HES General	Green Card - Dangerous Driving in Cafeteria Parking Lot	None - not in position to identify driver or talk to them. Suggest lighting for crosswalk in parking lot and monitoring parking lot in morning to address unsafe behaviors	Level 1	Rich Admin Building

Report Near Losses Anonymously! Click here



Review TOP Lessons Learned

Learning from our past incidents will help us prevent them in the future. Please take a few minutes now to review the TOP lessons learned.

TOP Lessons Learned